App. F. IX-4

Previous References.
NS. 84-40—1-4.

194/. (NS)

File No. 39-41
Serial Nos. 1-3

Later References.
PCS 36-42-3,5,6

PRESERVED (P-38)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 3

Part B for January 42

SUBJECT.

Administration report of the Stationery Depot for the year 40-41

Sec 3) To
The Superintendent Govt Stg
" Comptroller
No A7. 2534-5 dy 27-11-41

Reviews the —

Dec Rec 1/1

Administration Report of the Govt. stationery Depot. for 1940–41.

626.

9

General and Revenue Secretariat | P&S File No. 39 of 1941 | [App. F. III-2

Serial No.	
1	Letter No. S. 459 dated 16.8.1941 from the Supdt. Govt. stationery forwarding a report (in triplicate) on the working of the Govt. Stg. Depot. for the year 1940–41. 1) Administration Report Sec. may take a copy of the report and return the file early. 30.8.41. A-R-Section) 2) Copy taken and file returned 23/9/41 3) A draft letter to the Supdt. Govt. printing to set the matter in type is put up for approval 23.10. 24/10 4) Sd/- 24/10. To The Supdt. G. Pg. 1972 dated 20. Forwards the report requesting that it may be ~~set in type~~ printed & kept ready for being bound with the review thereon 5) A draft review is put up for orders 10.11.41. 11/11 6) Typed draft put up 13/11 13/11 7) Draft review sd 13/11 Dear Sir 8) for appl Min. & S.G.) 13/11/41 9) 14.11.41 14.11.41 20/11/41. Dewan 20.11.41

DEPARTMENT OFFICE 17 NOV. 1941 NO 4156

TYPING SECTION 27 OCT. 1941 REV

OFFICE OF THE MINISTER FOR L. S. G. & P. H. Date 20-11-41 No. 3021

SECTION 13 NOV 1941

OFFICE OF THE MINISTER FOR L. S. G. & P. H. Date NOTIFICATION No. 2886

21

File No. of 194 . General and Revenue Secretariat

Serial No.

Dewan's Office
5. DEC. 41
No. 4947

TYPING SEC
25 NOV. 1941

3

Note & submit with D.F.N.

24/11/41

1. The Supdt Govt Sly Depot Camps to Govt. 2534-S of 27-11-41 reviews the adm. report of the Govt Sly Depot for the year 1940-41.

Submitted with a D.F.N.

27/11/41

25/11

Minister, L.S.G. & P.H.

Signed D.F.N. submitted.

1.12.41

3.12.41

OFFICE OF THE MINISTER FOR L. S. G. & P. H.
Date 29-11-41
No. 3257-1

S. N. submitted.

4/12/41

Dewan

3/12

FINAL NOTE BY THE MINISTER FOR LOCAL SELF-GOVERNMENT AND PUBLIC HEALTH.

3

Subject:— Report on the working of the Government Stationery Depot for the year 1940-41.

I beg to submit herewith the Report on the working of the Government Stationery Depot for the year 1940-41 together with the Government Review thereon for His Highness' gracious perusal.

Bangalore.
3rd December 1941.

H. B. Gurudayalu Nayudu
Minister,
Local Self Government and Public Health.

Submitted to His Highness. 4

I submit herewith a Final Note by the Minister for Local Self-Government and Public Health on the subject of the Report on the working of the Government Stationery Depot for the year 1940-41, together with the Government Review thereon, for His Highness's gracious perusal.

Bangalore,
5th December 1941.

K V Ananda Tirtha Rao
MINISTER FOR FINANCE AND REVENUE
in charge of the current duties of
the Dewan.

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

Report on the working of the Government Stationery Depot for the year 1940-41, together with the Government Review thereon.

Order.

FRW
9/12/'41.

No. 407

General and Revenue

Secretariat.

C 498.

626/b

SUBJECT :—

Rpt on the working of the Govt Stationery Dept for the year 1940. together with the Govt review thereon

(*)

31. All urgent or confidential files returned with His Highness' orders may, in the absence of instructions or indications to the contrary, be ordinarily circulated to the Ministers for perusal after the issue of orders.

33. The Secretaries concerned should see that orders in the cases referred to above are issued at once and that the files are returned immediately after, to the Chief Secretary for circulation to the Ministers.

34. In all other cases, the files will first be circulated to the Ministers at Headquarters and then sent to the Secretariat concerned for the issue of orders.

Circulated to Council of Ministers for perusal of His Highness' orders ~~before/after issue of orders~~. (*Vide* Rules 31, 33 and 34 of the Subsidiary Rules for the conduct of business of Council in the Manual of Council Rules and Procedure.) (*)

Chief Secretary to Government.

Through the Secretary to Government,

.....Department.

3547/15.12.41 Minister for Finance and Revenue. 15.12

4023/15/12/41 Minister for Law. 16-12-41

3313/16.12.41 Minister for Education. 16.12.41

3520/13-12-41 Minister for Local Self-Govt. and Public Health. 13.12.41

Dev. Secy. with compliments.

REV. & REV. SECTT. 1 DEC. 1941 AGRI. & FOREST BRANCH

REV. & REV. SECTT. 3 JAN. 1942 AGRI. & FOREST BRANCH

NOTE:—Contn. sheet

WD 04199—GPB—500—27-9-41

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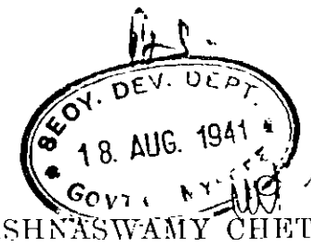
F/3 39.41.1 626.

No. S. 459
Encls. Ten

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT.

Bangalore, dated .....15th August 1941.
16



FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT STATIONERY,
BANGALORE.

To

V. VEDAVYASACHARYA, ESQ., B.A.,
Secretary to Government of His
Highness the Maharaja of Mysore,
Development Department,
Bangalore.

SIR,

I have the honour to submit herewith the report on the working c the Government Stationery Depot, Bangalore, for the year 1940-41,

2. SUPERINTENDENCE.- I was in charge of the Office throughout the year.

Mr.K. Sri Vijayapaliah, Sub-Assistant Superintendent, was in immediate charge of the Depot from 1st July 1940 to 31st May 1941. Mr.M.A. Sri Rama, who was appointed Sub-Assistant Superintendent in Not fication No.A.F.8418/P.& S.21-40-6, dated 20-5-1941, was in immediate charge during the remaining period of the year.

3. VALUE OF STOCK.- The opening balance of stock at the beginnin of the year was Rs.1,33,348-7-3 against Rs.1,38,886-12-1 in the previous year. New stock valued at Rs.3,64,847-2-8 as per statement given below was either purchased or received from the Press and other Offices, 'maki the value of stock, Rs.4,98,195-9-11 against Rs.3,83,173-15-2 in the previous year. The value of issues to the several offices amounted to Rs.3,14,572-1-2 against Rs.2,49,825-7-11 in the previous year, leaving a balance of stock of Rs.1,83,623-8-9 at the end of the year against Rs.1,33,348-7-3 in the previous year.

STATEMENT SHOWING THE DETAILS OF NEW STOCK ADDED DURING THE YEAR.

Sl.No.	Description.	1939-40.	1940-41.
		Rs.as.ps.	Rs.as.ps.
1.	Value of Papers & Stationery purchased.	2,29,858-10--7	3,49,693-15-9
2.	Value of blank books etc., received from the Press.	13,741-12--6	13,937--1-9
3.	Value of articles received from various offices.	686-12--0	1,216--1-2
	Total:-	Rs.2,44,287--3--1	3,64,847--2-8

VALUE OF STOCK AT THE GOVERNMENT BRANCH PRESS, MYSORE.- The following statement gives the details of stock of Papers and Stationer articles held at the Government Branch Press, Mysore, during the year.

Sl.No.	Description.	Value.
		Rs.as.ps.
1.	Opening balance of paper & stationery on 1-7-1940.	17,230--6--1
2.	Receipts during the year. ..	71,167-11-10
	Total Stock	88,398--1-11
3.	Issues during the year.	55,030--9-11
	Closing balance of stock on 30-6-1941.	Rs.33,367--8--0

4. REALISATIONS FROM PAYING DEPARTMENTS.- The total demand agains various Paying Departments towards the cost of stationery articles and printing papers supplied to them during the year, including half the cost of paper supplied for printing the Forms, Registers and Cheque Books of the Municipal Councils and Local Bodies, which is charged to them in accordance with G.O.No.L.821-7-34/P.& S.86-24-172, dated 6th April 1931 and L.7824-43/169-34-4, dated 9th/10th April 1935, was Rs.1,25,970-9-8 against Rs.86,157-3-7 in the previous year. The arrears of previous years stood at Rs.51,393-4-0, making the aggregate demand of Rs.1,77,363-13-8.

Against this demand, a sum of Rs.23,896-9-9 in respect of the previous years and Rs.58,560-6-3 out of the current year's demand was realised, bringing the total receipts to Rs.82,457-0-0 against - - Rs.65,362-14-11. The increase in the receipts of the current year is due to the large amount of printing ~~Government~~ Educational Text Books done in the Government Press, for which paper was supplied by the Stationery Depot There has been a progressive improvement in the revenue receipts from year to year.

The total pendency of bills including those sent to the Municipal ties and Local Boards was Rs.94,906-13-8 comprising Rs.27,496-10-3 out of the previous years' arrears and Rs.67,410-3-5 out of the current dues. Steps are being taken to get the outstanding bills adjusted

(Continued)

adjusted in accordance with the Standing Orders and duplicates of bills are being sent to the Comptroller to Government of Mysore, for adjustment in the accounts.

5. PURCHASES.- Purchases were made as in previous years through the Secretary, Stores Purchase Committee, who called for tenders and placed orders for the various kinds of papers and stationery articles. In a few cases, however, purchases were made locally, mostly of articles not stocked for general supply to meet the demands of the Palace and the Secretariat.

The value of purchases made through the Stores Purchase committee amounted to Rs.3,47,885-1-10 as against Rs.2,28,680-8-4 in the previous year, while that of casual purchases amounted to - Rs.1,808-13-11 against Rs.1,178-2-3 in the previous year. The large increase in the value of purchases is mostly due to enhanced prices on account of war due to the present international situation. Casual purchases comprised mostly of superior quality Note Papers and cover for the Offices of the Members of Council and the Dewan, and superio stationery articles such as Relief Nibs, Gem Clips, etc., for Palace use.

The following table gives the names of the successful tendere the articles brought from each of them and their value:--

STATEMENT SHOWING THE DETAILS OF STATIONERY AND PAPERS PURCHASED DURING THE YEAR 1940-41.

Sl.No.	Name of Firm.	Description of articles.	Amount.
	Messrs.-		Rs.as.p.
1.	John Dickinson & Co., Ltd., London.	S.A.V. & O.T.M.Envelopes & Note papers.	1055-15-0
2.	Charles Morgan & Co., Madras.	Art Paper medium & E.P.B.creamlaid Dl. Foolscap papers.	1978--0-0
3.	J.B. Advani & Co.Madras.	Kraft paper 29"x44" 106 lbs.	476--3-2
4.	Addison & Co.,Madras.	T.W.Carbon Papers (Ellam's).	375--0-0
5.	Modern Stationery Mart, Madras.	Kraft Paper.	325--0-0
6.	International Stationery Stores,Bombay.	Kraft paper 36"x46" 74 lbs.& White tape English.	619--8-9
7.	Bombay Marketing Co., Bombay.	Art Paper 18"x23" 24 lbs.	1012--8-0

(Continued).

Sl. No.	Name of Firm.	Description of articles.	Amount. Rs.as.p.
	Messrs.-		
8.	Mehta Navlakhi & Co., Bombay.	Straw Boards - 1½ lbs.	183-12-0
9.	J.V.Navlakhi & Co., Bombay.	Color cakes, Sable hair brushes, Mapping pens.	432--0-0
10.	Mr.Katta Subba Rao, Ellore.	Needles, and India Rubber.	222--7-0
11.	Messrs.T.M.Abdul Gaffoor & Sons,B'lore.	Sheep skin, blotting pads, Ivory envelopes, Wattman's Drawing Papers, White Bond & Section papers, Color Boards.	3916--3-0
12.	M.A.Salam Abdul Majeed & Co.,Bangalore.	Steel pen nibs, Ink-glasses thread white, 'Fono' Pencil, Gem clips, white thablak, tape, Drawing pins.	4217--7-9
13.	Oosmania Stationery Mart, Bangalore.	Blue tape and ink glasses.	152--8-0
14.	Gopalan & Co., Bangalore.	Cyclostyle Materials and Graph Paper.	4091--4-0
15.	The Titaghur Paper Mills Ltd.,Calcutta.	Tub size, Imitation Art papers, special quality brown cartridge, Art Cover papers, Color paper & H.M. F. paper.	18813-12-0
16.	Madras Pencil Factory, Madras.	Black lead, coloured, copying & Drawing Pencils.	3027--8-0
17.	Bharat Carbon & Ribbon, Mfg.Co.,Ltd.,Karachi.	T.W.Pen & Pencil carbon papers.	3339--2-0
18.	Punalur Paper Mills Ltd., Punalur.	Brown Cartridge papers of heavier substance Special quality.	686-11-6
19.	New Egerton Mills, Dhariwal.	Green Baize.	971--8-0
20.	Burmah Shell Oil & Storage Co., Madras.	Candles, Belmont.	269-12-3
21.	Parry & Co., Madras.	Candles, cock & key stearine.	151--2-6
22.	The Mysore Paper Mills Ltd.,Bhadravathi.	Printing, writing, Azure-laid, Badami, Brown Cartridge, T.W.Thick & Thin and Spl.Quality Papers and Straw Boards.	281993-14-4
23.	Desi Ink Works,B'lore.	Red & Black Ink powders,	9819--9-0
24.	Khoday Carbon & Allied Industries,B'lore.	T.W.Ribbons & Red Tape (Country).	4197--4-4
25.	Govt.Industrial School, Chennapatna.	Pen-holders, Paper weights.	1366--2-0
26.	Central Jail, B'lore.	Wooden Rulers, Cotton Tags & Thablak thread.	696--6-7
27.	Govt.Lac & Paint works, Mysore.	Sealing wax.	912--0-0
28.	Minerva Mills,Ltd.B'lore.	Kora Long cloth.	562--8-0
29.	Implements Factory,Hassan.	Penknives and Scissors.	237--6-0
30.	Govt.,Soap Factory,Blore.	Liquid Gum & Gloy Botls.	186--7-0
31.	Govt.Elec.Factory,B'lore.	Bakelite ink-stands.	143-12-0
32.	Home & Cottage Industries, Mysore.	Cotton tags.	102--8-0
33.	School for Deaf & Blind Boys, Mysore.	Thablak thread.	210-13-8
34.	M/s.T.A.Deen & Co.B'lore.	Super stearine candles.	939-10-0
35.	M/s.P.Orr & Sons,Madras.	Castle Drawing paper.S.227.	199--8-0
		Total	Rs.347885--1-10
		Casual Purchases	Rs. 1808-13-11
		Grand Total.	Rs.349693-15-9

The bulk of the requirements of printing, writing and other kinds of papers and straw boards were obtained from the Mysore Paper Mills Limited, Bhadravati, and only such of the papers as were not manufactured by the Mills, viz., Art Paper, Tracing Paper, Typewriting Carbon Paper, Pen & Pencil Carbon papers, coloured papers, drawing paper, Note papers and covers etc., were got from foreign or other Indian Firms.

Articles of Mysore Manufacture purchased during the year comprised pen-holders and paper weights from the Government Industrial School, Channapatna; liquid gum and quick fix bottles from the Government Soap Factory, Bangalore; Sealing wax from the Government Lac Factory, Bangalore; Blue-black ink jars and blue-black and red ink powders made by the Desi Ink Works, Bangalore City; superior cotton tags from the Institute of Home and cottage Industries, Mysore; Kora Long Cloth manufactured by the Minerva Mills Ltd., Bangalore, thablak thread made by the Central Institute for Defectives, Mysore; Cotton tags, rulers and thablak thread from the Central Jail, Bangalore; Bakelite Ink Stands made by the Government Electric Factory, Bangalore; Khoday Typewriter Ribbons manufactured by the Khoday Ribbon Mfg., Co., Ltd., Bangalore; Steady-light candles made by Messrs.Z.A.Deen & Co., Bangalore City; Pen-knives and scissors from Mysore Implements Factory, Hassan, and papers manufactured by the Mysore Paper Mills Ltd., Bhadravati. The value of such purchases was Rs.3,01,368-4-11 as against Rs.1,84,652-3-11 in the previous year, the increase being due, apart from the rise in prices due to the international situation, to the purchase of more kinds of papers from the Mysore Paper Mills, and of stationery articles like T.W.Ribbons, pen-knives and scissors from Mysore Firms and Government Factories.

The aggregate value of articles of Indian manufacture excluding those of Mysore, referred to was Rs.27,259-8-3 as against Rs.7,055-4-7 in the previous year. The articles included blotting papers made by the Titaghur Paper Mills Co., Ltd., Calcutta; typewriting carbon, pen & pencil carbon papers made by the Bharat Carbon and Ribbon Mfg., Co., Ltd., Madras; Tub size Glazed tinted art cover, Art, Kraft, Super calendred white printing, coloured printing and

Imitation Art Papers made by the Titaghur Paper Mills Co., Ltd., Calcutta; black lead, coloured, copying and drawing pencils supplied by the Madras Pencil Factory, Madras; and "Belmont" Candles from the Burmah Shell Oil Storage and Distributing Co., of India, Ltd., Madras. The other varieties of papers and stationery articles were of foreign origin, Note papers and covers being got direct from Messrs. John Dickinson & Co., Ltd., London, and the other articles through Indian Firms. Local and Indian manufactures are being encouraged largely.

6. ISSUES.- The total number of issues during the year under report, including the issues of paper and binding materials to the Press was 2,271 against 2,430 in the previous year. Of this number 726 were on Standing Lists, the remainder being advances, balances and additional supplies on Standing Lists. The total value of issues excluding those of paper and binding materials to the Press, was Rs.1,40,334-0-1 against Rs.1,28,500-10-1 in the previous year. The following statement shows the names of departments to which supplies were made and the value of supplies made to each.

STATEMENT SHOWING THE VALUE OF ISSUES MADE DURING 1940-41.

Sl.No.	Name of Department.	Amount.
		Rs.as.ps.
1.	Judicial. ..	3,687--0--3
2.	Revenue. ..	14,626-10--7
3.	Public Works. ..	10,000--9--1
4.	Forest. ..	3,167--4--9
5.	Police. ..	1,989--9--5
6.	General & Revenue Secretariat.	2,922--5--9
7.	Treasuries. ..	491--5--6
8.	Agriculture. ..	3,689--4--4
9.	Railways. ..	1,429--8--0
10.	University. ..	4,515--9--0
11.	Education. ..	4,944-15--0
12.	Medical. ..	3,062-15--2
13.	Income-Tax. ..	507-12-10
14.	Excise. ..	953--1--3
15.	Geological. ..	209--4--6
16.	Palace. ..	1,281--3--7
17.	Meteorological. ..	99--6--8
18.	Stamps. ..	226--5--3
19.	Registration. ..	972--2--8
20.	Lock-ups. ..	429-14-11
21.	Other Departments such as Military, Co-operative societies etc.,	15,041--0-11
22.	Government Branch Press. ..	66,086-10--8
23.	Government Central Press. ..	1,74,238--1--1
	Total values of issues.	Rs.3,14,572--1--2

The total cost of paper, etc., supplied to the Central Press amounted to Rs.1,74,238-1-1 against Rs.1,21,324-13-10 in the previous year.

The following list gives the names of new offices to which supplies were made during the year under report and the names of offices which were abolished either permanently or temporarily:--

OFFICES NEWLY CREATED OR THOSE TO WHICH SUPPLY WAS COMMENCED.

1. The Superintending Engineer, Jog Falls Project, Bangalore since transferred to Hirebhasagar.
2. The Superintendent, Intermediate College, Shimoga.
3. --- do --- -- do -- Tumkur.
4. The Executive Engineer, Hirebhasgar Division, Hirebhasagar.
5. The Superintendent, Shimsha New Project, Shimshapura.
6. The Executive Engineer, Schedule of Rates Division, Bangalore.
7. The Secretary, Industrial Research Board, Bangalore.
8. The Fisheries Officer, Department of Agriculture, Bangalore.
9. The Health Officer, Rural Health Centre, Periyapatna.
10. The District Forest Officer, Shimoga for use of Officer-in-charge, Forest Training School.
11. The District Forest Officer, Shimoga (war Board supply).
12. The Assistant Inspector of Education, Gundlupet.
13. The Executive Engineer, Kanva Project Division, Chennapatna.
14. The Chief Medical Officer, Women's Hospital, Bangalore.
15. The Deputy Commissioner, Excise Branch, Mandya.
16. The Executive Engineer, Chitaldrug Division, Chitaldrug. (For the use of the new Parasurampur Sub Division).
17. The Chief Marketing Officer ~~in Mysore~~, Bangalore.
18. The Manager, Kolar Wool & Spinning Centre, Kolar.
19. The Executive Engineer, Anjanapur Division, Anjanapur.
20. The Chief Engineer of Mysore, Bangalore (For use of the Jog Section).
21. The Deputy Director of Elementary Education, Bangalore.

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OFFICES ABOLISHED OR THOSE TO WHICH SUPPLY WAS DISCONTINUED.

1. The Superintendent, Sub Jail, Tirthahalli.
2. The Superintendent, Prisoners' Camp, Thippagondanahalli.
3. The Superintendent, --- do -- Byramangala.
4. The Health Officer, Malaria Survey Unit, Krishnarajanagar.
5. The Assistant Inspector of Education, Nagamangala.
6. The Agricultural Inspector, Marthur Farm, Talguppa.

---:oOo:---

Thus there was a net increase of 15 in the number of Offices to which supplies were made from the Stationery Depot during the year.

7. EXPENDITURE.- The expenditure of the Stationery Depot during the year under report was Rs.8,648-2-6 as detailed below:-

	Rs.as.ps.
1. Establishment.	6,539--5--0
2. Contingencies.	2,108-13--6
Total.	Rs.8,648--2--6

(Continued).

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The charges icurred on the handling and storage of stocks work out to 2½% as against 3% in the last year.

8. STOCK-TAKING.- The annual stock-taking of the Stores as on 2-1-1941 was carried out. The value of excesses found was Rs.1,051-9-1 and that of deficiencies Rs.614-4-1. The result has been reported to Government and permission sought to adjust the differences as in previous years.

9. STATISTICS OF BUSINESS.- During the year under Report, 6138 letters were received, of which 3051 were replied, 2884 were disposed of by complying with the requisitions for balances of stationery articles, advances and additional supplies on Standing Lists and by issue of work dockets for printing of the works, 10 were under correspondence about preparation of Standing Lists and the remaining were pending disposal.

10. STATIONERY ARTICLES AND FORMS SUPPLIED.- Supplies were made on revised Standing Lists at 100% in the case of "essential" stationery articles and 50% of "Luxury" articles as in previous years There was still a large number of requisitions for advances and additional supplies. To meet urgent requirements of Office work, advances were issued in a number of cases, and the same deducted from annual supplies. Additional supplies of the value of - - Rs.1,039-8-6 were made during the year under Government Orders. The needs of Government Offices are being satisfactorily met as much as possible and complaints about non-supplies have been minimised.

Full supplies of stationery articles were made to certain Paying Departments like the Electrical, Insurance, Record of Rights and Land Records, as in previous years.

11. IMPORTANT ADMINISTRATIVE MEASURES.- Information relating to supply of Forms and Registers has been transferred to the Annual Report of the Government Presses, in accordance with G.O.No.A.F. 7283-363/P.& S.96-40-2, dated 14-4-1941.

Proposals have been submitted to Government through the Press Committee to classify certain articles like "From" and "To" Registers and Stationery Account Books and File Boards which are printed

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ones, under " Forms and Registers" instead of "Stationery Articles" as at present and to include them in the Indent for Forms & Registers in future.

The arrangements made in previous years for supply of stationery articles on Standing Lists and the system of advances etc, were continued, and there were no important changes in the administration of the Depot. The following are some of the improvements made in the supply of Stationery:-

(a) Supply of pen-knife to each section of the Government Insurance Office once in 4 years was sanctioned by Government (G.O.No.Fl.5523-25/G.F.13-40-30, dated 17-2-1941).

(b) Supply of 1 pair of scissors to each of the Assistant Inspectors of Education once in 4 years was authorised by Government (Order No.A.F.6888/P.&. S.1-40-152 dated 1-4-1941).

(c) The Superintendent, Government Printing & Stationery was authorised to exercise the power delegated to Heads of Departments noted in App.XXII B of the M.C.A.C., Vol.I to incur expenditure on account of hot and cold weather charges within an annual limit of Rs.100/- in the Government Press and allied Offices, the cost being met out of the contingent grant of the respective offices(No.A.F.7364-5/p.& S.103-40-2/14-4-1941).

(d) The Superintendent, Government Printing and Stationery, was authorised to issue credit notes for payments to be made on outward and inward parcels and to have the dues adjusted once a month on receipt of a consolidated bill from the Railway Department.

12. INSPECTIONS.- The inspection work relating to stock of Stationery articles, Forms & Registers in Government Offices was entrusted to a Special Officer in accordance with G.O.No.A.F.2986-3046/P.& S.7-40-19 dated 26-11-1940, with effect from 1-1-1941 and the work is being carried out by that Officer. . There were no separate inspections by the Stationery Depot during the year. Reports of inspections are being submitted to Government direct by the Special Officer.

13. TEMPORARY ESTABLISHMENT.- The additional post of clerk on Rs.20/- which was sanctioned temporarily for four years was continued for one more year till 5th August 1942. The services of this clerk were utilised for work connected with the adjustment of bills to Paying Departments and for comparing the accounts connected

(Continued).

16

with the receipt and issue of stationery articles. The staff of the Depot is not sufficient to cope with the increased work. It is hoped that the temporary post will be made permanent next year.

14. CONCLUSION.- The Gazetted and non-gazetted staff of the Stationery Depot have worked satisfactorily during the year.

I have the honour to be,

Sir,

Your most obedient servant,

15/8/41

Superintendent
Government Stationery Depot.

ANR.

Appendix F G—1]

SUBJECT.....

.....

.....

Section Pts

File No. 39—41

Serial No. 2

Diary No. of letter replied to.....

No. A 7119 72/ac

To

The Supdt, Govt. printing
Bangalore.

General and Revenue Secretariat

(.)

the *19*

Sir,

I am directed to forward herewith, a copy of the annual report of the Govt. Stationery Depot for the yr 1940—41 and to request that it may be set in type & two hundred copies printed & kept ready for being bound with the Govt. review thereon which will be sent to you in due course.

I have etc,

for Dev Secy.

Date of issue..... 28/10/41

Signed by ..... Mr CS Chas

(one hundred & fifty will perhaps do)

4/10

List of enclosures. . . . . .

Copied by .....

Examined by .....

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

No. A 71972 / DLS 39-41-2 / Circ

Bangalore, dated 28th October 1941.

FROM

The Secretary to the Government of His Highness the Maharaja of Mysore.
Development Department.

To

The Superintendent,
Government Printing,
Bangalore.

Sir,

I am directed to forward herewith a copy of the annual Report of the Government Stationery Depot for the year 1940-41 and to request that it may be set in type and two hundred copies printed and kept ready for being bound with the Government review thereon which will be sent to you in due course.

I have the honor to be,
Sir,
Your most obedient servant,

For Secretary to Government,
Development Department.

SR/2

PLS 39-41-3

Proceedings of the Government of H.H. the Maharaja of Mysore.

Read:-

Letter No.S.459 dated 16th August 1941 from the Superintendent, Government Stationery, submitting a report on the wor ing of the Government Stationery Depot, Bangalore, for the year 1940-41.

ORDER NO: AF 253-45

Dated, Bangalore, the 27-11-41

RECORDED.

2. Superintendence: Mr.B.Krishnaswamy Chetty was in charge of the Statione Depot throughout the year.

3. Value of Stock: The value of stock at the beginning of the year was Rs.1,33,348, to which new stock of the value of Rs.3,64,847 was added by purchase or otherwise. Supplies to the value of Rs.3,14,572 were made during the year to the several office of the State, leaving a closing balance of stock of the value of Rs.1,83,624.

4. Purchases: The value of purchases made through the S.P.C. was Rs.3,47,885 and that of casual purchases was Rs.1,809. Articles manufactured in Mysore, costing Rs.3,01,368 were purchased ~~as~~ against Rs.1,84,652 in the previous yea The value of articles of Indian manufactu purchased, excluding those of Mysore, was Rs.27,260 ~~as~~ against Rs.7,055 in the year 1939-40. The increase in the value of purchases is reported to be due to the ~~cost in prices~~ rise in prices on account of ~~the present~~ war conditions.

70

5. Expenditure: The expenditure on the administration of the Stationery Depot during the year under report was Rs.8,648 against Rs.8,259 for the year 1939-40.

6. Receipts: The total demand against various paying departments towards the cost of stationery articles and printing papers to be supplied during the year including arrears of Rs.51,393 of the previous year, stood at Rs.1,77,364. Out of which a sum of Rs.82,457 was received leaving a balance of Rs.94,907. The arrears are heavy and should be reduced at an early date. Care should be taken to see that the demand is collected promptly and that arrears are not allowed to accumulate.

7. Supply of Stationery and Forms: Supplies, both of stationery and of forms and registers were made on the basis of the revised standing lists, in full in the case of essential stationery articles and at 50 per cent in the case of other articles as in previous years. Additional supplies of the value of Rs.1040 were made to a few offices under orders of Government.

8. Inspection: The inspection of stock of stationery and forms in Government Offices is being conducted from 1st January 1941 by a special officer appointed for the purpose.

The work of the Stationery Depot during the year was satisfactory.

13/11/41

Secretary to Government
Development Departt.

To
The Superintendent, Government Stationery
" Controller to Government.
Press Table.

App. F. VI, G. 10

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G. O. No. A. F 2534-5 DATED 29. 11. 41

Pts. 39. 41. 3

May this be

i. printed? Yes

ii. treated as a standing order? No

iii. published in the Gazette, English Part? Yes

iv. translated? No

v. placed at the disposal of the Press? No

vi. published in the Gazette, Kannada Part? No

Stationery Depot. Bangalore.

Reviews the report on the working of the Govt for the year 1940-41

Jr 26/11/42

Jr. Dr. Dy Secy to Govt

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Read :—

Letter No.S.459 dated 16th August 1941 from the Superintendent, Government Stationery, submitting a report on the working of the Government Stationery Depot, Bangalore, for the year 1940-41.

ORDER

Order No. AF 2534-5/DF S39-41-2

Dated the, Bangalore 27th November 1941.

Recorded

2. Superintendence: Mr. B.Krishnaswamy Chetty was in charge of the Stationery Depot throughout the year.

3. Value of Stock: The value of stock at the beginning of the year was Rs.1,33,348, to which new stock of the value of Rs.3,64,847 was added by purchase or otherwise. Supplies to the value of Rs.3,14,572 were made during the year to the several offices of the State, leaving a closing balance of stock of the value of Rs.1,83,624.

4. Purchases: The value of purchases made through the S.P.C. was Rs.3,47,885 and that of casual purchases was Rs.1,809. Articles manufactured in Mysore, costing Rs.3,01,368 were purchased against Rs.1,84,652 in the previous year. The value of articles of Indian manufacture purchased, excluding those of Mysore, was Rs.27,860 against Rs.7,055 in the year 1939-40. The increase in the value of purchases is reported to be due to the rise in prices on account of war conditions.

5. Expenditure: The expenditure on the administration

administration of the Stationery Depot during the year under report was Rs.8,648 against Rs.8,259 for the year 1939-40.

6. Receipts: The total demand against various paying departments towards the cost of stationery articles and printing papers to be supplied during the year including arrears of Rs.61,393 of the previous year, stood at Rs.1,77,364 but of this amount a sum of Rs.82,457 was received, leaving a balance of Rs.94,907. The arrears are heavy and should be reduced at an early date. Care should be taken to see that the demand is collected promptly and that arrears are not allowed to accumulate.

7. Supply of Stationery and Forms: Supplies, both of stationery and of forms and registers, were made on the basis of the revised standing lists, in full in the case of essential stationery articles and at 50 percent in the case of other articles as in previous years. Additional supplies of the value of Rs.1040 were made to a few offices under orders of Government.

8. Inspection: The inspection of stock of stationery and forms in Government Offices is being conducted from 1st January 1941 by a special officer appointed for the purpose.

The work of the Stationery Depot during the year was satisfactory.

Secretary to Government,
Development Department.

To

The Superintendent, Government Stationery
The Comptroller to Government.
Press Table.

SS-4

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REPORT ON THE WORKING OF THE GOVERNMENT STATIONERY DEPÔT, BANGALORE, FOR THE YEAR 1940-41.

WITH THE GOVERNMENT REVIEW THEREON.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. A. F. 2534-5—P. & S. 39-41-3, dated 27th November 1941.

Stationery Depot, Bangalore.

Reviews the report on the working of the Government —— for the year 1940-41.

READ—

Letter No. S. 459, dated 16th August 1941, from the Superintendent, Government Stationery, submitting a report on the working of the Government Stationery Depot, Bangalore, for the year 1940-41.

ORDER No. A. F. 2534-5—P. & S. 39-41-3, DATED BANGALORE, THE 27TH NOVEMBER 1941.

Recorded.

2. *Superintendence.*—Mr. B. Krishnaswamy Chetty was in charge of the Stationery Depot throughout the year.

3. *Value of Stock.*—The value of stock at the beginning of the year was Rs. 1,33,348, to which new stock of the value of Rs. 3,64,847 was added by purchase or otherwise. Supplies to the value of Rs. 3,14,572 were made during the year to the several offices of the State, leaving a closing balance of stock of the value of Rs. 1,83,624.

4. *Purchases.*—The value of purchases made through the Stores Purchase Committee was Rs. 3,47,885 and that of casual purchases was Rs. 1,809. Articles manufactured in Mysore, costing Rs. 3,01,368 were purchased against Rs. 1,84,652 in the previous year. The value of articles of Indian manufacture purchased, excluding those of Mysore, was Rs. 27,260 against Rs. 7,055 in the year 1939-40. The increase in the value of purchases is reported to be due to the rise in prices on account of war conditions.

No. A. F. 2534-5—P. & S. 39-41-3, DATED 27TH NOVEMBER 1941.

5. *Expenditure.*—The expenditure on the administration of the Stationery Depot during the year under report was Rs. 8,648 against Rs. 8,259 for the year 1939-40.

6. *Receipts.*—The total demand against various paying departments towards the cost of stationery articles and printing papers to be supplied during the year including arrears of Rs. 51,393 of the previous year, stood at Rs. 1,77,364. Out of this amount a sum of Rs. 82,457 was received leaving a balance of Rs. 94,907. The arrears are heavy and should be reduced at an early date. Care should be taken to see that the demand is collected promptly and that arrears are not allowed to accumulate.

7. *Supply of Stationery and Forms.*—Supplies, both of stationery and of forms and registers, were made on the basis of the revised standing lists, in full in the case of essential stationery articles and at 50 per cent in the case of other articles as in previous years. Additional supplies of the value of Rs. 1,040 were made to a few offices under orders of Government.

8. *Inspection.*—The inspection of stock of stationery and forms in Government Offices is being conducted from 1st January 1941, by a Special Officer appointed for the purpose.

The work of the Stationery Depot during the year was satisfactory.

V. VEDAVYASACHARYA,
Secretary to Government,
Development Department.

To—The Superintendent, Government Stationery.
The Comptroller to Government.
PRESS TABLE

Exd.—C. K.

WD 3263—GPB—500—16-12-41

No. S. 459. OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT.
Bangalore, dated 15—16*th August* 1941.

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E.,
A.R.P.S., M.A.S.M.E.,
Superintendent of Stationery,
Bangalore.

To

V. VEDAVYASACHARYA, ESQ., B.A.,
Secretary to the Government of
His Highness the Maharaja of Mysore,
Development Department,
Bangalore.

SIR,

I have the honour to submit herewith the report on the working of the Government Stationery Depot, Bangalore, for the year 1940-41.

2. *Superintendence.*—I was in charge of the office throughout the year.

Mr. K. Sri Vijayapaliah, Sub-Assistant Superintendent, was in immediate charge of the Depot from 1st July 1940 to 31st May 1941. Mr. M. A. Sri Rama, who was appointed Sub-Assistant Superintendent in Notification No. A. F. 8418—P. & S. 21-40-6, dated 20th May 1941, was in immediate charge during the remaining period of the year.

3. *Value of stock.*—The opening balance of stock at the beginning of the year was Rs. 1,33,348-7-3 against Rs. 1,38,886-12-1 in the previous year. New stock valued at Rs. 3,64,847-2-8 as per statement given below was either purchased or received from the Press and other offices, making the value of stock Rs. 4,98,195-9-11 against Rs. 3,83,173-15-2 in the previous year. The value of issues to the several offices amounted to Rs. 3,14,572-1-2 against Rs. 2,49,825-7-11 in the previous year, leaving a balance of stock of Rs. 1,83,623-8-9 at the end of the year against Rs. 1,33,348-7-3 in the year previous.

Statement showing the details of new stock added during the year.

Sl. No.	Description	1939-40			1940-41		
		Rs.	a.	p.	Rs.	a.	p
1	Value of papers and stationery purchased.	2,29,858	10	7	3,49,693	15	9
2	Value of blank books, etc., received from the Press.	13,741	12	6	13,937	1	9
3	Value of articles received from various offices.	686	12	0	1,216	1	2
	Total ...	2,44,287	3	1	3,64,847	2	8

Value of stock at the Government Branch Press, Mysore.—The following statement gives the details of stock of papers and stationery articles held at the Government Branch Press, Mysore, during the year.

Sl. No.	Description	Value		
		Rs.	a.	p.
1	Opening balance of paper and stationery on 1st July 1940.	17,230	6	1
2	Receipts during the year	71,167	11	10
	Total stock ...	88,398	1	11
3	Issues during the year	55,030	9	11
	Closing balance of stock on 30th June 1941	33,367	8	0

4. *Realisations from Paying Departments.*—The total demand against various Paying Departments towards the cost of stationery articles and printing papers supplied to them during the year, including half the cost of paper supplied for printing the Forms, Registers and Cheque Books of the Municipal Councils and Local Bodies, which is charged to them in accordance with G. O. Nos. L. 821-7-34—P. & S. 86-24-172, dated 6th April 1931 and

L. 7824-43—169-34-4, dated 9—10th April 1935, was Rs. 1,25,970-9-8 against Rs. 86,157-3-7 in the previous year. The arrears of previous years stood at Rs. 51,393-4-0, making an aggregate demand of Rs. 1,77,363-13-8.

Against this demand, a sum of Rs. 23,896-9-9 in respect of the previous years and Rs. 58,560-6-3 out of the current year's demand was realised, bringing the total receipts to Rs. 82,457-0-0 against Rs. 65,362-14-11 for the previous year. The increase in the receipts of the current year is due to the large amount of printing of Educational Text Books done in the Government Press, for which paper was supplied by the Stationery Depot. There has been a progressive improvement in the revenue receipts from year to year.

The total pendency of bills including those sent to the Municipalities and Local Boards was Rs. 94,906-13-8, comprising Rs. 27,496-10-3 out of the previous years' arrears and Rs. 67,410-3-5 out of the current dues. Steps are being taken to get the outstanding bills adjusted in accordance with the Standing Orders and duplicates of bills are being sent to the Comptroller to Government for adjustment in the accounts.

5. *Purchases.*—Purchases were made as in previous years through the Secretary, Stores Purchase Committee, who called for tenders and placed orders for the various kinds of papers and stationery articles. In a few cases, however, purchases were made locally, mostly of articles not stocked for general supply, to meet the demands of the Palace and the Secretariat.

The value of purchases made through the Stores Purchase Committee amounted to Rs. 3,47,885-1-10 as against Rs. 2,28,680-8-4 in the previous year, while that of casual purchases amounted to Rs. 1,808-13-11 against Rs. 1,178-2-3 in the previous year. The large increase in the value of purchases is mostly due to enhanced prices on account of war due to the present international situation. Casual purchases comprised mostly of superior quality Note Papers and Covers for the Offices of the Ministers and the Dewan, and superior stationery articles such as Relief Nibs, Gem Clips, etc., for Palace use.

The following table gives the names of the successful tenderers, the articles bought from each of them and their value :—

Statement showing the details of stationery and papers purchased during the year 1940-41.

Sl. No.	Name of Firm	Description of Articles	Amount Rs. a. p.
	Messrs.—		
1	John Dickinson & Co., Ltd., London ...	S. A. V. and O. T. M. Envelopes and Note papers	1,055 15 0
2	Charles Morgan & Co., Madras ...	Art paper Medium and E. P. B. Creamlaid Double Foolscap papers.	1,978 0 0
3	J. B. Advani & Co., Madras ...	Kraft paper, 29"×44", 106 lbs.	476 3 2
4	Addison & Co., Madras ...	T. W. Carbon papers (Ellam's)	375 0 0
5	Modern Stationery Mart, Madras ...	Kraft paper	325 0 0
6	International Stationery Stores, Bombay	Kraft paper, 36"×46", 74 lbs. and White tape, English.	619 8 9
7	Bombay Marketing Co., Bombay ...	Art paper, 18"×23", 24 lbs.	1,012 8 0
8	Mehta Nanavathy & Co., Bombay ...	Straw Boards, 1½ lbs.	183 12 0
9	J. V. Navlakhi & Co., Bombay ...	Color cakes, Sable hair brushes, Mapping pens ...	432 0 0
10	Mr. Katta Subba Rao, Ellore ...	Needles and India Rubber	222 7 0
11	Messrs. T. M. Abdul Gaffoor & Sons, Bangalore.	Sheep skin, blotting pads, Ivory envelopes, Wattman's Drawing papers, White Bond and Section papers, Color Boards.	3,916 3 0
12	M. A. Salam Abdul Majeed & Co., Bangalore.	Steel pen nibs, ink glasses, thread-white, 'Fono' Pencils, Gem clips, White tape, Drawing pins.	4,217 7 9
13	Oosmania Stationery Mart, Bangalore ...	Blue tape and ink glasses	152 8 0
14	Gopalan & Co., Bangalore ...	Cyclostyle materials and Graph paper ...	4,091 4 0
15	The Titaghur Paper Mills, Ltd., Calcutta	Tub size and Imitation Art papers, special quality Brown Cartridge, Art Cover papers, Color paper and H. M. F. paper.	18,813 12 0
16	Madras Pencil Factory, Madras ...	Black lead, coloured, copying and drawing pencils	3,027 8 0
17	Bharat Carbon and Ribbon Manufacturing Co., Ltd., Karachi	T. W. Pen and Pencil carbon papers ...	3,339 2 0

18	Punalur Paper Mills, Ltd., Punalur ...	Brown Cartridge papers of heavier substance—special quality.		686 11 6
19	New Egerton Mills, Dhariwal ...	Green Baize		971 8 0
20	Burmah Shell Oil and Storage Co., Madras.	Candles, Belmont		269 12 3
21	Parry & Co., Madras ...	Candles, Cock and Key, Stearine		151 2 6
22	The Mysore Paper Mills, Ltd., Bhadravati.	Printing, writing, Azurelaid, Badami, Brown Cartridge, T. W. thick and thin and special quality papers and Straw Boards.		2,81,993 14 4
23	Desi Ink Works, Bangalore ...	Red and Black Ink powders and Ink jars ...		9,819 9 0
24	Khoday Carbon and Allied Industries, Bangalore.	T. W. Ribbons and Red tape (Country) ...		4,197 4 4
25	Government Industrial School, Chennapatna.	Pen-holders, Paper weights		1,366 2 0
26	Central Jail, Bangalore ...	Wooden Rulers, Cotton tags and Thablak thread ...		696 6 7
27	Government Lac and Paint Works, Mysore.	Sealing wax		912 0 0
28	Minerva Mills, Ltd., Bangalore ...	Kora Long-cloth		562 8 0
29	Implements Factory, Hassan ...	Pen-knives and scissors		237 6 0
30	Government Soap Factory, Bangalore ...	Liquid Gum and Gloy Bottles ...		186 7 0
31	Government Electric Factory, Bangalore	Bakelite inkstands		143 12 0
32	Home and Cottage Industries, Mysore ...	Cotton tags		102 8 0
33	School for Deaf and Blind Boys, Mysore	Thablak thread		210 13 8
34	Messrs. Z. A. Deen & Co., Bangalore ...	Super Stearine candles		939 10 0
35	Messrs. P. Orr & Sons, Madras ...	Castle drawing paper, S. 227		199 8 0
		Total ...		3,47,885 1 10
		Casual Purchases ...		1,808 13 11
		Grand Total ...		3,49,693 15 9

The bulk of the requirements of printing, writing and other kinds of papers and straw boards were obtained from the Mysore Paper Mills, Limited, Bhadravati, and only such of the papers as were not manufactured by the Mills, *viz.*, Art paper, Tracing paper, Type-writing Carbon paper, Pen and Pencil Carbon papers, coloured papers, Drawing paper, Note papers and covers, etc., were got from Foreign or other Indian Firms.

Articles of Mysore manufacture purchased during the year comprised pen-holders and paper weights from the Government Industrial School, Chennapatna; liquid gum and quick fix bottles from the Government Soap Factory, Bangalore; sealing wax from the Government Lac Factory, Mysore; blue-black ink jars and blue-black and red ink powders made by the Desi Ink Works, Bangalore City; superior cotton tags from the Institute of Home and Cottage Industries, Mysore; Kora Long-cloth manufactured by the Minerva Mills, Ltd., Bangalore; thablak thread made by the Central Institute for Defectives, Mysore; cotton tags, rulers and thablak thread from the Central Jail, Bangalore; Bakelite ink stands made by the Government Electric Factory, Bangalore; Khoday type-writer ribbons manufactured by the Khoday Ribbon Mfg., Co., Ltd., Bangalore; steady-light candles made by Messrs. Z. A. Deen & Co., Bangalore City; pen-knives and scissors from the Mysore Implements Factory, Hassan; and papers manufactured by the Mysore Paper Mills, Ltd., Bhadravati. The value of such purchases was Rs. 3,01,368-4-11 as against Rs. 1,84,652-3-11 in the previous year, the increase being due, apart from the rise in prices due to the international situation, to the purchase of more kinds of papers from the Mysore Paper Mills, and of stationery articles like T. W. ribbons, pen-knives and scissors from Mysore Firms and Government Factories.

The aggregate value of articles of Indian manufacture excluding those of Mysore referred to was Rs. 27,259-8-3 as against Rs. 7,055-4-7 in the previous year. The articles included blotting papers made by the Titaghur Paper Mills, Co., Ltd., Calcutta; type-writing carbon, pen and pencil carbon papers made by the Bharat Carbon and Ribbon Mfg., Co., Ltd., Madras; Tub-size glazed tinted Art cover, Art, Kraft, Super calendered white printing, coloured printing, and Imitation Art papers made by the Titaghur Paper Mills, Co., Ltd., Calcutta; black lead,

Sl. No.	Name of Department	Amount		
		Rs.	a.	p.
19	Registration	972	2	8
20	Lock-ups	429	14	11
21	Other Departments such as Military, Co-operative Societies, etc.	15,041	0	11
22	Government Branch Press ...	66,086	10	8
23	Government Central Press ...	1,74,238	1	1
	Total values of issues ...	3,14,572	1	2

The total cost of paper, etc., supplied to the Central Press amounted to Rs. 1,74,238-1-1 against Rs. 1,21,324-13-10 in the previous year.

The following list gives the names of new offices to which supplies were made during the year under report and the names of offices which were abolished either permanently or temporarily :—

Offices newly created or those to which supply was commenced.

1. The Superintending Engineer, Jog Falls Project, Bangalore. (Since transferred to Hirebhasgar)
2. The Superintendent, Intermediate College, Shimoga.
3. Do do do Tumkur.
4. The Executive Engineer, Hirebhasgar Division, Hirebhasgar.
5. The Superintendent, Shimsha New Project, Shimshapur.
6. The Executive Engineer, Schedule of Rates Division, Bangalore.
7. The Secretary, Industrial Research Board, Bangalore.
8. The Fisheries Officer, Department of Agriculture, Bangalore.
9. The Health Officer, Rural Health Centre, Periyapatna.
10. The District Forest Officer, Shimoga (For the use of the Officer-in-charge, Forest Training School.)
11. The District Forest Officer, Shimoga (War Board supply).
12. The Assistant Inspector of Education, Gundlupet.
13. The Executive Engineer, Kanva Project Division, Chennapatna.
14. The Chief Medical Officer, Women's Hospitals, Bangalore.
15. The Deputy Commissioner, Excise Branch, Mandya.
16. The Executive Engineer, Chitaldrug Division, Chitaldrug. (For the use of the new Parsurampur Sub-Division).
17. The Chief Marketing Officer, Bangalore.
18. The Manager, Kolar Wool and Spinning Centre, Kolar.
19. The Executive Engineer, Anjanapur Division, Anjanapur.

20. The Chief Engineer of Mysore, Bangalore (For use of the Jog Section).
21. The Deputy Director of Elementary Education, Bangalore.

Offices abolished or those to which supply was discontinued.

1. The Superintendent, Sub-Jail, Tirthahalli.
2. The Superintendent, Prisoners' Camp, Thippaganahalli.
3. The Superintendent, do Byramangala.
4. The Health Officer, Malaria Survey Unit, Krishnarajnagar.
5. The Assistant Inspector of Education, Nagamangala.
6. The Agricultural Inspector, Marthur Farm, Talguppa.

Thus there was a net increase of 15 in the number of offices to which supplies were made from the Stationery Depot during the year.

7. *Expenditure.*—The expenditure of the Stationery Depot during the year under report was Rs. 8,648-2-6 as detailed below :—

		Rs.	a.	p
1. Establishment	... ...	6,539	5	0
2. Contingencies	... ...	2,108	13	6
	Total ...	8,648	2	6

The charges incurred on the handling and storage of stocks work out to 2½ per cent as against 3 per cent in the last year.

8. *Stock-taking.*—The annual stock-taking of the Stores as on 2nd January 1941 was carried out. The value of excesses found was Rs. 1,051-9-1 and that of deficiencies Rs. 614-4-1. The result has been reported to Government and permission sought to adjust the differences as in the previous years.

9. *Statistics of Business.*—During the year under report, 6,138 letters were received, of which 3,051 were replied, 2,884 were disposed of by complying with the requisitions for balances of stationery articles, advances and additional supplies on Standing Lists and by issue of work dockets for printing of the works, 10 were under correspondence about preparation of Standing Lists and the remaining were pending disposal.

10. *Stationery Articles and Forms supplied.*—Supplies were made on revised Standing Lists at 100 per cent in the case of "essential" stationery articles and 50 per cent of "luxury" articles as in previous years. There was still a large number of requisitions for advances and additional supplies. To meet urgent requirements of

office work, advances were issued in a number of cases, and the same deducted from annual supplies. Additional supplies of the value of Rs. 1,039-8-6 were made during the year under Government Orders. The needs of Government offices are being satisfactorily met as much as possible and complaints about non-supplies have been minimised.

Full supplies of stationery articles were made to certain Paying Departments like the Electrical, Insurance, Record of Rights and Land Records, as in previous years.

11. *Important Administrative Measures.*—Information relating to supply of Forms and Registers has been transferred to the Annual Report of the Government Presses, in accordance with G. O. No. A. F. 7283-363—P. & S. 96-40-2, dated 14th April 1941.

Proposals have been submitted to Government through the Press Committee to classify certain articles like "From" and "To" Registers, Forms and Stationery Account Books and File Boards which are printed ones, under "Forms and Registers" instead of under "Stationery Articles" as at present and to include them in the Indent for Forms and Registers in future.

The arrangements made in previous years for supply of stationery articles on Standing Lists and the system of advances, etc., were continued, and there were no important changes in the administration of the Depot. The following are some of the improvements made in the supply of stationery :—

(*a*) Supply of pen-knife to each section of the Government Insurance Office once in four years was sanctioned by Government (G. O. No. Fl. 5523-25—G. F. 13-40-30, dated 17th February 1941).

(*b*) Supply of one pair of scissors to each of the Assistant Inspectors of Education once in four years was authorised by Government (Order No. A. F. 6888—P. & S. 1-40-152, dated 1st April 1941).

(*c*) The Superintendent, Government Printing and Stationery, was authorised to exercise the power delegated to Heads of Departments noted in Appendix XXII-B of the M. C. A. C., Vol. I, to incur expenditure on account of hot and cold weather charges within an annual limit of Rs. 100 in the Government Press and allied offices, the cost being met out of the contingent grant of the respective offices (No. A. F. 7364-5—P. & S. 103-40-2, dated 14th April 1941).

(*d*) The Superintendent, Government Printing and Stationery, was authorised to issue credit notes for payments to be made on outward and inward parcels and to have the dues adjusted once a month on receipt of a consolidated bill from the Railway Department.

12. *Inspections.*—The inspection work relating to stock of Stationery articles, Forms and Registers in Government offices was entrusted to a Special Officer, in accordance with G. O. No. A. F. 2986-3046—P. & S. 7-40-19, dated 26th November 1940, with effect from 1st January 1941 and the work is being carried out by that Officer. There were no separate inspections by the Stationery Depot during the year. Reports of inspections are being submitted to Government direct by the Special Officer.

13. *Temporary Establishment.*—The additional post of clerk on Rs. 20 which was sanctioned temporarily for four years was continued for one more year till 5th August 1942. The services of this clerk were utilised for work connected with the adjustment of bills to Paying Departments and for comparing the accounts connected with the receipt and issue of stationery articles. The staff of the Depot is not sufficient to cope with the increased work. It is hoped that the temporary post will be made permanent next year.

14. *Conclusion.*—The Gazetted and non-gazetted staff of the Stationery Depot have worked satisfactorily during the year.

I have the honour to be,
Sir,
Your most obedient servant,

B. KRISHNASWAMY CHETTY,
Superintendent,
Government Stationery Depot.

WD 3035—GPB—200—30-12-41